If this is your first time logging into OLLI Online you need to setup your profile before you can register for courses. Checkout our Getting Started Guide for help with this process.

Prior to registering we recommend that you look through the catalog, select your courses and highlight them on the insert included in the catalog. Use the “marked up” insert to search for your courses.

Here are the steps to register online. If you run into trouble please call 706.542.7715 for help between 9:00 - 4:00, Monday through Friday. You can also email olli@uga.edu with your question(s).

1. Go to the OLLI@UGA homepage at http://olli.uga.edu and click on the Login button at the top right of your screen. This will take you to the Login Page. Enter your Primary E-Mail Address and Password. Your password is the one that you established when you created your profile.

2. After you login you will be at “Your Dashboard”. Click on Course Registration at the top of the screen. Note that you can obtain online help at any time by clicking on Help Center at the top right of the screen.

3. You will be taken to the Events Detail page for the current semester. If you have previously registered for courses this semester, click My Registered Events on the left and Go to Step #6. If this is your first time registering for courses this semester, click on Register for Event at the bottom of the screen.

4. You will see the Select Registration Fee screen. Do not enter any information. Click Next at the bottom of the screen.
5. You will now see the **Enter Registration Information** screen. You can change your **Badge Name** (nickname) and enter your **Emergency Contact Information** (recommended). Click **Next** and **Go to Step #7**.

6. You will be at the **My Registered Events** screen. Locate the Current Curriculum and click on **Add Sessions** at the right.

7. You will now see the **Select Sessions** screen (Note that a **Session** is Avectra’s term for **Course**). You can search for your courses in four different ways. Enter your search value in **one** of the following four fields

   a. The title of your course (**Name**) - enter one or more words from the course title. **This will be the search field that you will likely use most often.**
   b. The date your course begins (**Starts**) – a pull down field with the start date/time for each course.
   c. The course category (**Track**) – a pull down field with course categories such as Music and Personal Finance. Use this field if you want to register for several courses in the same category.
   d. The instructor's last name (**Keywords**) Use this field if you want to register for several courses being taught by the same instructor.
8. The “search” function will return the course(es) that meet your search criteria (e.g. all courses in the specified category). You will see the results below the search fields. This sample screen shows the results of searching for Athens in the Name field. If you desire, you can get complete details about a course by clicking on its name. It will be displayed in a pop-up screen.

![Sample Screen Showing Search Results](image)

9. **IMPORTANT** - Select the course(es) that you want by checking the box to the left of the course name(s). Note that if a course is full there will be a “check mark” in the Waitlisted column. You can be added to the waitlist by checking the box next to the course name. If the box next to its name is “grayed” out it means that you have already selected the course or previously registered for it.

10. **IMPORTANT** - If you want to select more courses, erase what you have entered in the Search Field - highlight the field with your mouse and click Backspace on a PC or Delete on a Mac. Do not click Next. Repeat steps 7-9 until you have selected all your courses.

11. When you have completed selecting all your courses, click on the My Agenda Tab to the right of the Available Sessions Tab. You will see a list of all the courses that you have chosen. You can remove a course by clicking on the “X” to the left of the course name. Click Next to complete the registration process. Click Previous if you want to add more courses and go back to Step #7.
12. You will be taken to the Confirm and Submit Registration screen. To change any information, click the Previous button. Click Register Now if you are satisfied.

13. You will then see your Online Store Shopping Cart. It contains all your selected courses and their prices. If you do not want to purchase parking tag(s), click Check Out and Go to Step #16. Otherwise, click on Continue Shopping.

14. You will now be at the Online Store. At the top of the screen under Featured Products click on Parking Tags. This will take you to the Merchandise Details Screen. Click on Add to Cart.

15. You will see your updated Online Store Shopping Cart. It now contains all your selected courses plus a line item for your Parking Tags. In the Quantity Field enter the number of parking tags that you want to purchase. Click on Update Cart at the bottom left of the screen to apply the changes. After the changes have been applied, click on Checkout.

16. You will see the Checkout Screen. Enter the following fields on the Checkout Screen:
   a. Shipping Method – pull down menu, choose either Pickup or USPS (mail). This field will only be present if you have purchased parking tags.
   b. Payment Information – pull down menu, choose credit card.
   c. Card Type - pull down menu, choose your card provider. Note that we do not take AMEX.
   d. Credit/Debit – pull down menu, choose your card type – credit or debit.
   e. Card Number – enter the credit card number.
   f. Credit Card ID – enter the three digit number on the back of your card.
   g. Card Expiration Date – pull down menu, enter the expiration month and year.
   h. Card Holders Name - enter the name on the card.

17. Click on Purchase Now. Once the processing is approved and completed you will see a Payment Confirmation Screen. You will also receive an email containing the same information.

18. If you want to see a list of the courses that you are registered for, click on My Registered Events at the left of the screen. Locate the current curriculum and click on its name. You will see a list of all your courses.

19. Click My Dashboard on the left of the screen to return to your dashboard.